



庇道學校

Escola São João De Brito
Saint John De Brito School

English Section

Saint John De Brito School

庇道學校

School Rules

學生規章

English Section

(177 校部)

Started in 2022/2023

生效之學校年度：2022/2023 學年



School Rules for all students to follow

1. Love and care for oneself and others. Students should not do anything that will harm others or themselves physically or psychologically.
2. Respect teachers and all members of the school inside and outside of school; show kindness and respect, avoid rude or violent actions and words towards others.
3. Maintain the environment clean and tidy, take care of the public property and respect personal belongings of others.
4. Stay away from smoking (including vape), alcoholic drinks, and drugs to maintain good health. Chewing gum is not allowed to be brought to school.
5. School does not allow any students to have tattoos.
 - 5.1. New students who have tattoos and hope to be accepted by the school should wash off all tattoos.
 - 5.2. Old students who have never had any tattoos are strongly advised not to have any.
6. To secure the safety in the campus, running and doing ball activities are not allowed outside the court area. Bringing flammable objects, and any other dangerous items are prohibited.
7. School property should be properly used and taken care of. Any damage should be reported to the office. Students who are responsible for the damage will be responsible of the repair costs.
8. To maintain class positive study environment, students should follow classroom rules; screaming or any other distractive behaviors are strictly prohibited, and students are encouraged to raise their hand before speaking. Mobile phones should be submitted to the homeroom teacher before the morning and afternoon classes. Mobile phones can only be taken back by the owner in the lunch break and after school.
9. School does not allow students to bring books/items that are non-related to their studies. It is not suggested to bring a large amount of money or valuable items to school; any money/profitable transactions between students are not allowed. Students should not borrow stationery from classmates. Any lost items will be submitted back to the office.
10. Students should not invite friends, old schoolmates, family members, or any people to school without the school's consent. If needed, the office should be notified and should be granted permission..
11. Any related school articles for publication should be submitted to the school authorities for approval. Students are not allowed to upload any videos/photos/documents regarding school, teachers and classmates online.
12. To ensure the students' safety, during class hours (including recess time), students are not allowed to leave the school without permission. If needed to leave early, the student should ask permission from the school and notify the parent/guardian to get the consent before leaving.



13. Keeping personal distance between people is important inside and outside the school. Students are not allowed to display intimacy. While wearing school uniform, students are not allowed to do part-time jobs, enter game rooms, pool halls or places that would affect the academic performance.
14. Uniform and Student's appearance:
- 14.1. Students should wear complete school uniform or required clothing when coming to school or attending school events inside and outside the school.
 - 14.2. During PE and extracurricular activity day, students should wear school's summer or winter PE uniform.
 - 14.3. To maintain a tidy and smart-look, students should follow the following requirements:
 - 14.3.1. Simple hairstyle; fringe/bangs not covering the eye area and without any dyed hair
 - 14.3.2. Boys are not allowed to wear any kind of earrings. Girls can only wear one pair of simple earrings. No piercing is allowed in any parts of the body.
 - 14.3.3. No make-up and nail polish is allowed to attend any school events.
 - 14.3.4. All students can only wear simple eye glasses or transparent contact lenses; no exaggerated accessories are allowed.
 - 14.3.5. During the school's special events, students can come in casual wear and show the school's student card to enter the campus.
 - 14.3.6. Students are not allowed to wear too many accessories, show obvious tattoos and wear hats indoors during school hours.
15. Uniform requirements:
- Summer Uniform
- Regular Uniform
- Girls & Boys: White socks (ankle length or above) and black school leather shoes
 - Girls: The length of the dress should reach the knee or below, with the school badge and gray belt. Under clothes should be all in white.
 - Boys (P1-P3): Short sleeves white shirt with the school badge, under clothes should be all in white, and gray shorts with black belt. During special occasions (such as photo taking, graduation ceremony) wear a gray tie.
 - Boys (P4-F6): Short sleeves white shirt with the school badge, under clothes should be all in white, and gray trousers with black belt. During special occasions (such as photo taking, graduation ceremony) wear a gray tie.
 - Depending on the weather condition, the school will turn on the air conditioner. Students can wear gray/black/dark blue color plain jackets (without any designs).



PE Uniform

- Girls & Boys: White socks (ankle length or above) and white sport shoes. Depending on the situation, students are allowed to bring basketball shoes.
- Girls & Boys: Wear white short sleeve shirts with the school badge, with under clothes and blue sport pants.
 - P1-P3: short pants
 - P4-F6: long and short pants
- Students are allowed to bring an extra white shirt for backup.

Winter Uniform

Regular Uniform

- Girls (P1-F6): Wear long sleeve shirts, white under clothes, gray tie, gray dress (knee length or longer) with the school badge and a gray belt. White long socks and black student leather shoes.
- Boys (P1-F6): Wear long sleeve shirts with the school badge, gray tie, white under clothes and gray trousers with black belt. White short socks and black student leather shoes.
- Students can wear gray/black/dark blue color plain jackets without any designs if necessary.
- During cold weathers, students can wear the school's thick jacket and a scarf (gray or white color)
- When the temperature is lower than 10 degree Celsius, students can wear the school's complete PE uniform, and thick jacket (dark blue/black/gray).



PE Uniform



- Girls & Boys: White socks (ankle length or above) and white sport shoes. Depending on the situation, students are allowed to bring basketball shoes.
- Girls & Boys: Wear white long sleeve shirt with the school badge, white under clothes, and blue sport trousers.



Seasonal change period

The school does not have a fixed date for the changing of uniform. When the highest temperature is 20 degree Celsius or lower, students are expected to wear winter uniforms. When the highest temperature is 28 degree Celsius or higher, students are expected to wear summer uniforms. The school will turn on the air conditioner during summer time, students may bring plain color jackets if needed. Students are not supposed to be wearing winter uniforms during hot weather or summer uniforms during cold weather.

Summer Uniform		
		
Boy (P4-F6)	Boy (P1-P3)	Girl (P1-F6)

Summer Uniform	
	
Boy & Girl PE Uniform (P1-P3)	Boy & Girl PE Uniform (P4-F6)

Winter Uniform	
	
Boy's Uniform	Girl's Uniform

Winter Uniform	
	
Boy & Girl PE Uniform	Boy & Girl Jacket



STUDENT ATTENDANCE

The total number school days for students in every school year is 195 days, the student shall not be promoted when unexcused and excused absences have exceeded 80% (40 days) of the total number of school days. Absences are divided into excused and unexcused. Excused absences need a parent's letter and supporting documents regarding the absence. Unexcused absences are those without any parent letter, documents regarding the absence or reasons that are not approved by the school. Any entertainment type of absences, which includes attending parties, travelling, visiting relatives overseas, will not be approved by the school. The absences regarding the above content will be listed as skipping class if parents insist the student to be absent.

A. Types of absences and arrangements

1. Sick leave

- 1.1. The student needs to call the school or the class teacher to notify about the sick leave within 24 hours, or use the eClass App to apply for sick leave. The student who is diagnosed with contagious diseases, such as COVID-19, chickenpox, flu, head lice, etc, should only come back to school when fully recovered. A medical certificate (recovery letter) stating that the student has already fully recovered from contagious diseases is able to resume classes is required, otherwise the absences during the period will be considered as skipping class.
- 1.2. Submit documents, including parent's letter (with parent's /guardian's signature) and medical certificate from certified clinics in Macau SAR. Failure to submit a medical certificate regarding the absence will be considered skipping class.

2. Personal leave

- 2.1. All kinds of personal matters should be prioritized during the non-class hours or non-school days. It is required to apply for personal leave at least 2 days in advance. For any emergency incident, the student/parent should call the school or the class teacher to notify about it, or apply leave through eClass App.
- 2.2. Submission of documents, including parent's letter (with parent's /guardian's signature) and personal matters such as changing of Identification Documents (ID), body check, attending open exams, etc. should provide related documents (appointment letter, admission letter, etc.).
- 2.3. If the personal leave continues for 3 or more days, the absences will be considered as unexcused absences. Depending on the actual situation, the school will manage it with considerations.

3. Early leave

- 3.1. **Sickness:** The student can take early leave when feeling sick. The early leave form will need a signature from the class teacher and the school's health department staff (doctor/nurse). The class teacher will then inform the parent to come and pick up the student.



- 3.2. Personal matter: The student should inform the class teacher 2 days in advance with supporting documents. The class teacher decides if the reason for applying for early leave is acceptable, and then signs the early leave form for the student. Class teacher has to inform the parent about the early leave to come pick up the student, or has the parent's consent for the student to leave by herself/himself (only for P6-F6).
4. Retaking all kinds of quizzes or tests and submission of missed homework during the absence of all kinds of unexcused or excused should be done in 3 working days after resuming classes. The student is responsible to find the subject teachers to discuss the schedule of retaking the quizzes or tests. If failed to complete the quizzes or homework in 3 working days, the missed tasks will be given a mark of 0.
5. Supporting documents:

Absence reason	Document and parent letter with authorized stamp/signature
Health reason (1-5 days)	Official statement from certified clinic in Macau SAR
Health reason (6-40 days)	Official statement from certified clinic in Macau SAR
For having participated in regional or international activities on behalf of the Macau SAR or Independently	Official statement/ letter from the organization with stamp
Renewal of Identification document	Proof of renewal - appointment time
Body Check	Official statement from certified clinic in Macau SAR
Attend open exam	Proof of attending the exam
Attend a funeral	Proof of the funeral
Non-attributable grounds	Related documents
Other excused absence (1-3 days)- Non-direct family member's funeral	Related documents
Other unexcused absence (1-3 days)- Direct family member emergency incident	Related documents
Other unexcused absence reasons - attending parties, travel, visiting relatives overseas, any kind of entertainment activities	N/A - Considered skipping class



School hours:

- Primary - Morning : 8:15-11:50 , Afternoon : 13:30-15:40 (Monday - Thursday),
Afternoon : 13:20-15:00 (Friday)
- Secondary- Morning : 8:15-12:20, Afternoon : 14:00-16:25

Each grade has different class arrangements; the accurate school hours will depend on their class timetables and the participation of extra-curricular activities after school.

1. Lunch Break:

- P1-P5: Not allowed to leave school, parent letter is required
- P6-F6: Allow to leave school, should return to school before 13:20 (P6) and 14:00 (Secondary)

2. Tardiness

To maintain an organized study environment, students are expected to arrive at school before or on time. Students who failed to arrive at school on time are considered late.

- Students who are late within 15 minutes of the scheduled time can enter the classroom.
- Students who are late more than 15 minutes of the scheduled time cannot enter the classroom, and need to wait until the next class to go to the classroom.
- Habitual late-comers will be given offenses, 3 late will count as one offense.
- Students who are late during assembly will need to wait behind until the prayer session is over.
- Students who are late for more than 15 minutes during the Examination time without valid reasons cannot take the exam and will automatically get a zero mark.

3. Skipping Class

- Students who enter the classroom later than 10 minutes after the class has started will be considered skipping class for that period of class.
- Unexcused absences with reasons that are not approved by the school, any entertainment type of absences such as attending parties, travelling, visiting relatives overseas, etc.,
- Unexcused absences with reasons that are not approved by the school, the absence will be considered as skipping class if the parent insists on taking the leave.
- Students who fail to attend classes after receiving the medical certificate (recovery letter) from experiencing a contagious sickness will be considered as skipping class.
- The student with 7 consecutive days of skipping class will be requested to leave the school.

4. All students are expected to tap the card when they arrive and leave the school. Those who failed to do so will be considered as absent.



Reward and Penalty

1) General rule

- 3 merits can cancel out 1 offense, the student needs to apply it to the school.
- The student who has unacceptable actions or behavior that has not been listed out, the school will rearrange a penalty for the student depending on the situation.
- All rewards and penalties are calculated cumulatively throughout the school year.
- All rewards and penalties will be shown in the report cards.

2) Rewards

	Items	Description	Reward	Remarks:
1	Academic	Receive a score of 85 or above for all subjects 4 times consecutively	1 Gold Point	
2	Morality	Receive a conduct not lower than A- for 3 semesters consecutively	3 Gold Points	
3	Punctuality	Attend all classes (includes all kinds of classes and activities) on time for 1 month consecutively	1 Gold Point	
4	No absences	No absences (includes all kinds of classes and activities) for 3 months consecutively	1 Gold Point	
5	Homework duties	Complete and submit homework for the whole year	1 Gold Point	
6	Tap card	Bring and tap the card for the whole year	1 Gold Point	
7	Service	Being helpful in school, with teacher's recommendation	1 Merit	
8	Competition	Join and obtain a good result in outside school activities or competitions	3 Merits	Medal or Certificate

- The rewarded items are as shown below:

In the same school year, 3 gold points accumulated to 1 merit; 9 merits accumulated to 1 major merit.



Certifications

- Primary
 - First Honors: Grade average is A or above and conduct grade is A- or above. (Total grade average is 90% or above)
 - Second Honors: Grade average is A- or above and conduct grade is A- or above. (Total grade average is 85% or above)
 - Third Honors: Grade average is B+ or above and conduct grade is B+ or above. (Total grade average is 80% or above)
- Secondary
 - First Honors: Grade average is A- or above and conduct grade is A- or above. (Total grade average is 90% or above)
 - Second Honors: Grade average is B+ or above and conduct grade is B+ or above. (Total grade average is 85% or above)
 - Third Honors: Grade average is B+ or above and conduct grade is B+ or above. (Total grade average is 80% or above)
- In every class:
 - First in class: Highest average mark
 - Second in class: Second highest average mark
 - Third in class: Third highest average mark
- Special Awards:
 - Perfect Attendance:
 - No late(s) or absences for the whole year
 - Conduct Excellence:
 - Conduct not lower than A- for the whole year
 - Most-Improved:
 - Consistently improving every term in academics and behavior;
 - increasing average
 - Service:
 - Volunteers or offers help most of the time to the school staff, teachers, classmates and schoolmates
 - Loyalty:
 - Had been studying in the school from Primary 1 until Form 6
 - Li Bai:
 - Outstanding in Chinese subject (Primary 6, Form 3, Form 6)
 - Lotus:
 - The first and second in class (Primary 6, Form 3, Form 6)
 - Macau Foundation:
 - Award given to students with outstanding ability in different subjects

Remarks:

The School Rule will be in both Chinese and English versions, the Chinese version shall prevail for all purposes



- Additional awards could be given by the School Administration.
- Students who will enter the school in the middle of the school year will not receive any awards. (Any student who starts after September 1st)

3) Penalty

- The penalized items are as shown below:

In the same year, 3 offenses accumulate to 1 demerit; 3 demerits accumulate to 1 major demerit; 3 major demerits accumulate to 1 suspension; For the student who had accumulated 3 suspensions, the school will discuss and decide an expulsion for the student.

- 1 offense given to below items:
 - 3 tardiness
 - 4 periods of skipping class
 - Not submitting homework on time or not submitting homework, copying homework from each other
 - Not wearing proper uniform, dying hair, and grooming facial hair
 - Sleeping in class, eat chewing gum
 - Piercing on any parts of the body or on the face; wearing makeup; wearing colored contact lenses, cap or exaggerated accessories and too many earrings.
 - Leaving the classroom without teacher's permission
 - Failed to tap card for 10 times
- 1 demerit given to below items:
 - Foul languages, bad behavior
 - Bringing undesirable (pornographic) materials or games to school
 - Leaving campus without permission
 - Cheating in quizzes/ tests/ exams
 - Disobeying previous warnings/offenses
 - Using mobile phone during class
 - Forgery: changing scores and answers on the quizzes/test/exam papers; signing notices/quizzes/test/exam papers.
 - Fighting or showing intimacy inside and outside of school
 - Entering game rooms, pool halls, internet cafe or places that affect the studies in uniform
 - Showing/ not covering tattoo (permanent or temporary)



- 1 Major demerit given to below items:
 - Bullying or harassing others
 - Verbal bullying; extortion (e.g. money)
 - Physical bullying;
 - Emotional bullying;
 - Cyberbullying;
 - Sexual bullying;
 - Prejudicial bullying;
 - Serious insubordination, insulting behavior to teachers;
 - Vandalism of school's property, tampering school notices or smearing walls with graffiti
 - Spreading of counterfeit orders, falsifying or forging documents, signatures and seals
 - Uploading any information regarding the school, teachers, students on social media or any online platforms
 - Smoking inside or outside of school (includes vape/e-cigarettes)
 - Drinking inside or outside of school; coming to school under the influence of alcohol



學生須遵守的學生規則

1. 懂得愛護自己及他人，不應做任何傷害自己或他人身體及精神健康的行為。
2. 在校內校外均須尊敬師長，與人相處時應善而有禮，避免任何粗暴或鄙俗之言行。
3. 任何場合都應維護環境清潔衛生，愛護公物及尊重他人物品。
4. 為維護自己及他人身心健康，不應吸煙，飲酒，濫藥，攜帶口香糖或吸食毒品。
5. 學校不允許學生紋身。如需被學校接納，必須先將紋身洗掉。在校從未紋身的學生，禁止紋身。
6. 為確保安全的校園環境，操場以外的地方，禁止奔跑及進行球類活動。學校禁止攜帶易燃、易爆等危險物品回校。
7. 學生務必善待學校的所有物品，所有損壞都需要向教務處報告。涉事學生需要承擔全部修理費用。
8. 為確保課堂的教學品質和學習效能，學生應遵守老師的課堂紀律要求，不喧嘩，養成發問前先舉手的習慣。不應以任何形式影響課堂的進行。手機需要在早課及下午課前繳交給班主任，中午及放學時由本人取回。
9. 學生禁止攜帶與課堂無關的書本及用品到學校。不建議學生帶大量現金及貴重物品，並且同學之間禁止存在任何金錢交易。學生也不能借用文具。所有遺失物品都需要交到教務處。
10. 學生禁止私自邀請朋友、校友、家人或外人到學校。如需要參觀校園，請務必先通知教務處和獲得許可。
11. 若學生寫有關學校的任何文章或內容，都必須先交給學校做審核。學校禁止學生上傳任何有關學校、老師及同學的資訊到網上。
12. 為確保學生在校期間的安全，上課或小息時，未經校方許可，學生不得離校。如需早退，必須先報告主任和獲得許可，並電話知會家長後方可離校。
13. 在校內校外均須保持個人距離，不能有過於親密行為。學生不能身穿校服做兼職，進入網吧，桌遊場或任何娛樂等場所。
14. 校服與儀表
 - 14.1. 校內外或集體活動，均須穿著整齊校服，或該活動指定的服飾；
 - 14.2. 上體育課及課餘活動當天，應穿著校方規定的夏季或冬季運動服；
 - 14.3. 為保持學生簡樸之儀表，培養不同場合的禮儀規範，應遵守以下各項：
 - 髮式保持自然而簡潔，不能染髮，額前瀏海不應長過眼眉位置。
 - 男生不宜配戴任何樣式的耳環，女生可於耳垂位置佩戴一對款式簡單的耳環，任何身體部位或臉上都不得穿環。
 - 所有學校活動，男女生均不得化妝及塗抹指甲油出席。
 - 男女生均只能佩戴簡單的眼鏡款式或透明隱形眼鏡，並且不能佩戴任何過誇大的首飾。



- 14.4. 學校舉辦特別活動時（如聖誕節聯歡），學生可穿便服，須進入學校前出示學校學生卡。
- 14.5. 學校禁止學生上課時，佩戴過多飾物，不能顯露紋身及在室內戴帽子。

15. 學生之服飾規定

夏季

● **校服**

- 男女生須穿著純白色短襪（長度需及腳踝以上），黑色學生皮鞋。
- 女生（小一至中六）校裙長度要及膝，配以校章，配灰色腰帶，穿直身白色底裙或穿白色內衣及半截底裙。
- 男生（小一至小三）穿短袖二級領白恤衫，配以校章，純白色背心或短袖內衣及淺灰色西裝短褲，並佩戴黑色皮帶，並在特別場合（如：拍照，畢業典禮），佩戴灰色領帶。
- 男生（小四至中六）穿短袖二級領白恤衫，配以校章，純白色背心或短袖內衣及淺灰色西裝長褲，並佩戴黑色皮帶並在特別場合（如：拍照，畢業典禮），佩戴灰色領帶。
- 校方會視乎氣溫情況開冷氣，如有需要，可加穿無圖案的灰色/黑色/寶藍色外套。

● **運動服**

- 男女生須穿著純白色短襪（長度需及腳踝以上），白色球鞋，視乎情況另帶籃球鞋。
- 男女生均穿白色短袖，配以校章，純白色背心或短袖內衣及藍色運動褲；
 - 小一至小三穿短褲；
 - 小四至中六長或短褲；
- 可另帶純白色短袖備用。

冬季

● **校服**

- 女生（小一至中六）穿長袖尖領恤衫，內穿純白色長袖內衣及半截白色底裙，灰色領帶，灰色背心裙長度要及膝佩戴灰色腰帶，配以校章，純白色長襪，黑色學生皮鞋。
- 男生（小一至中六）穿長袖尖領恤衫，配以校章，灰色領帶，純白色背心或短袖內衣及淺灰色西裝長褲，並佩戴黑色皮帶，純白色短襪，黑色學生皮鞋。
- 如有需要，可加穿無圖案的灰色/黑色/寶藍色外套。
- 天氣寒冷時，學生可加穿本校的黑色大衣。可另加戴灰色或白色圍巾。
- 當室外氣溫降至十度，學生可穿著本校冬季整齊運動服上課，所有學生可加穿深藍色/黑色/灰色的加厚大衣。



● 運動服

- 男女生須穿著純白色短襪（長度需及腳踝以上），白色球鞋，視乎情況另帶籃球鞋。
- 男女生均穿白色長袖，配以校章，純白色內衣及藍色運動長褲。
- 可另帶純白色短袖備用。

● 換季節時

本校並無規定換季日期，合乎情理的表現是當天最高氣溫為 20°C 或以下時應穿冬季校服，當天最高氣溫為 28°C 或以上時應穿夏季校服(在冷氣開放的環境下可因個人體質加添純灰色外套)，但不應在大熱天下穿冬季校服，或不應在寒冷天氣穿夏季校服。

夏季校服



男生(小四至中六)



男生(小一至小三)



女生(小一至中六)

夏季校服



男女生運動服(小一至小三)



男女生運動服(小四至中六)

冬季校服



男生校服



女生校服

冬季校服



男女生運動服



男女生外套



學生之考勤制度

學生的法定學習日數為每年 195 天，不合理缺勤和曠課超過全年學習日數的 80%(即 40 天)，作不能升班處理。學生缺勤分為合理缺勤和不合理缺勤。合理缺勤是需有家長信和相關事實證明文件，以作證明此缺勤為事實的缺勤。不合理缺勤是沒有家長信和沒有相關事實證明文件或校方不認同之請假理由。如其中赴宴、外遊及離境探親等吃喝玩樂的事情並非校方所認同之請假理由，若家長堅持缺席，會作曠課處理。

一、請假類型及手續

1. 病假

1.1 請假者須在 24 小時內致電校方或班主任或使用 eClass App 請假。患有傳染病(例如：COVID-19、水痘、流感、頭蝨等)的學生應在病症確保不會傳染後才可回校，但需要衛生局發出的復課紙，才可回校。如已有復課紙而不回校上課的日子當曠課處理。

1.2 提交文件 包括家長信(家長本人親筆簽名)和具由澳門執業醫療機構證明的醫生紙。未能提交相關的醫生紙則視為不合理缺勤。

2. 事假

2.1 各類事假應優先安排非上學時間辦理，並須最少於二個工作天前書面向校方申請，若遇突發事件，應先以電話通知校方或班主任或使用 eClass App 請假。

2.2 提交文件包括家長信(家長本人親筆簽名)和 事假類型 提交文件如 換領證件文件、身體檢查證明、參加公開試 應考證明、喪葬證明等

2.3 若事假超過三天者，視為不合理缺勤。校方會因實際情況，再作酌情處理。

3. 早退

3.1 因病：學生不適需早退時，由學校健康促進人員及班主任聯合簽署早退紙後，班主任隨即會通知該生家長接該生離校。

3.2 因事：學生因事需早退，必須於二個工作天前事先書面通知班主任。班主任核實早退之理由可被接受後，班主任簽署早退紙後，班主任隨即會通知該生家長接該生離校，或家長同意學生自行離校(只限小六以上學生)。



4. 所有合理缺勤和其他不合理缺勤 (1 天至 3 天)功課及補測都需要在復課後三個工作天內完成，學生自行向該任教科目老師協商補測時間及日期，如未能在復課後三個工作天內完成則當 0 分處理。

5. 相關文件

缺勤原因	提交具簽名及印章之文件和家長信
健康理由(1 天至 5 天)	由澳門執業醫療機構證明
健康理由(6 天至 40 天)	由澳門執業醫療機構證明
代表澳門特別行政區或以個人名義參與區域或國際活動	該機構所發出之蓋章公函
換領證件	換證時間證明
身體檢查	醫療機構證明
參加公開試	應考證明
奔喪	喪葬證明
不可歸責（抗力）於學生的原因	相關機構文件
其他合理事假理由(1 天至 3 天)非直系親屬喪禮	相關文件
其他不合理事假理由(1 天至 3 天)(親屬突發事情)	相關文件
其他不合理事假理由(赴宴、外遊及離境探親等吃喝玩樂的事情)	曠課處理

備註：與評核相關的規則，請參照本校《校本學生評核規章》，並以《校本學生評核規章》為準。



二、本校上課時間：

- 小學：上午 8:15-11:50，下午 1:20-3:40（星期一至四），下午 1:20-3:00（星期五）
- 中學：上午 8:15-12:20，下午 2:00-4:25

各級因課程安排不同，下午放學時間將以在讀學年之具體課表及個人參加課餘活動之安排為準。

1. 中午放學

- 小一至小五：不能外出，若學生需要外出，必須提交家長信
- 小六至中六：可以外出，必須在 1:20（小六）及 2:00（中學）前回學校

2. 遲到

為建立有秩序的校園生活，學生應於上學時間前抵達課室或指定上課地點，未能按時出席者，視為遲到。

- 學生抵達時間比原訂時間遲 15 分鐘算遲到；學生能自行上去課室上課。
- 學生抵達時間比原訂時間超過 15 分鐘算曠課；學生不能上去課室，需要等完成上一節課再進課室。
- 經常遲到者將被記缺點。三次遲到等於一個缺點。
- 早會期間遲到者需要等到禱告完畢才可以參加早會。
- 考試期間超過 15 分鐘後到的學生必須提供適當理由，否則該學生不能參加考試並且成績為 0 分。

3. 曠課

- 每節課遲到超過十分鐘才進入課室者，該節課作曠課處理。包括正規教學、餘暇活動、葡文課及非正規教學活動等。
- 非校方所認同之請假理由如其中赴宴、外遊及離境探親等吃喝玩樂的事情並非校方所認同之請假理由，若家長堅持缺席，會作曠課處理。
- 如已有復課紙而不回校上課的日子當曠課處理。
- 曠課連續七天上課日等同自動退學處理。

4. 所有學生抵達及離開學校都必須拍卡報到及離校。無法拍卡皆視為缺勤。

備註：與評核相關的規則，請參照本校《校本學生評核規章》，並以《校本學生評核規章》為準。



獎懲規則

一. 總則

1. 三個優點可抵銷一個缺點，學生需自行向校方申請。
2. 未列入於本守則內，但言行、態度存在品德缺失之行為，校方按情況處理相關獎懲。
3. 所有獎懲都是全年累積計算。
4. 所有獎懲都會在期末成績表上顯示。

二. 獎勵

校規獎勵為以下：同一學年，三個金點積成一個優點；九個優點積成一個大功。

	項目	條件	獎勵	備註
1.	學業	每科測驗連續 4 次成績達 85 分或以上	1 個金點	
2.	品德	連續三學段操行分不低於 A-	3 個金點	
3.	守時	連續一個月準時上課(包括所有教學及教育活動)	1 個金點	
4.	守勤	連續三個月沒有缺勤(包括所有教學及教育活動)	1 個金點	
5.	功課	全年交齊功課	1 個金點	
6.	拍咭	帶齊本校學生咭及拍咭(全年)	1 個金點	
7.	服務	學生在校內外有突出的服務行為並經老師推薦	1 個優點	
8.	比賽	學生在校外比賽有突出的成績	3 個優點	獎牌或獎狀

● 獎狀

○ 小學部

- 一等獎：平均分為 A 或以上及操行分為 A- 或以上，總平均分需 90 分或以上)
- 二等獎：平均分為 A- 或以上及操行分為 A- 或以上，總平均分需 85 分或以上)
- 三等獎：平均分為 B+ 或以上及操行分為 B+ 或以上，總平均分需 80 分或以上)

○ 中學部

- 一等獎：平均分為 A- 或以上及操行分為 A- 或以上，總平均分需 90 分或以上)



■ 二等獎：平均分為 B+ 或以上及操行分為 B+ 或以上，總平均分需 85 分或以上)

■ 三等獎：平均分為 B+ 或以上及操行分為 B+ 或以上，總平均分需 80 分或以上)

○ 所有班級裏：

■ 第一名：平均分最高

■ 第二名：平均分第二高

■ 第三名：平均分第三高

○ 特別獎狀：

■ 全勤獎：該學年沒有缺席或遲到

■ 品行優良獎：該學年（每段）的操行分不低於 A-

■ 進步獎：每學期的表現（成績及操行）有明顯的進步

■ 服務獎：長期熱心為學校，老師，同學自願提供幫助

■ 忠誠獎：在本校連續就讀讀小一至中六(從未間斷)

■ 李白獎：中文科出眾（小六，中三，中六）

■ 蓮花獎：班內第一名及第二名（小六，中三，中六）

■ 澳門基金會獎：各科目表現出眾的學生

備註：

❖ 其他新增獎項可由校方決定。

❖ 中退入學的學生不能獲取任何獎項。(即 9 月 1 日之後入讀學生)

● 懲處

校規懲處為以下：同一學年，三次缺點累積成一個小過；三次小過累積成一個大過；三次大過累積成一次停課（停學）；累計三次停課（停學）者經校方決定後即被勸退學。

○ 缺點一個

■ 遲到三次；

■ 曠課 4 節；

■ 不按時或不提交作業，互相抄襲作業；

■ 不按校方規定穿校服，染髮和不整理鬚鬚；

■ 上課時睡覺，吃口香糖；

■ 身體部位或臉上有穿環；化妝；佩戴有色的隱形眼鏡，帽子及誇大的首飾或過多的耳環；

■ 未經該科任老師同意而擅自離開課室或特別室。

■ 欠拍卡 10 次



○ 小過一個

- 使用粗言穢語，待人不善
- 攜帶與學業無關的用具或書籍（色情書籍），遊戲機等。
- 私自離校
- 考試及測驗時作弊
- 無視校方的警告
- 上課時使用手機
- 欺詐行為：塗改分數，刪改測驗及考試答案或分數
- 校內或校外與人打架，表現與人過度親密之舉動
- 身穿校服進入桌球場，網吧，遊戲機等場所
- 顯示身上有紋身（暫時或永久）

○ 大過一個

- 欺凌及暴力行為：
 - 語言欺凌；勒索同學（如：錢）
 - 身體欺凌；
 - 行為欺凌；
 - 網絡欺凌；
 - 性欺凌；
 - 偏見欺凌；
- 欺詐、辱罵、不尊重和無禮師長；
- 破壞學校公物；
- 造謠及偽造簽名或重要文件；
- 未經當事人同意上傳任何有關學校，老師及同學和資訊到社交軟件及網絡；
- 校內或校外吸煙（包括電子煙）；
- 校內或校外飲酒；在酒精影響的情況上學。

○ 停課

- 持有危險物品（如傷人武器）；
- 校內飲酒，濫藥或吸食毒品；
- 校內賭博；
- 校內或校外偷竊（被送到警察局）；
- 破壞公共場所物品。

○ 勸退

參與不合法事宜，組織等並有影響到自己及學校名譽的活動；做出違法並留下案底的行為。